# Introduction

## Course Goals

The goal for this course is for you to:

- Learn how to develop budgets in the budget preparation system

- Learn how to report on budgets prepared in the budget preparation system

## Sign-on ID's

A generic user ID will be used in this course to sign on to the training application. The generic user IDs are to be used in the training region only. You will later be assigned your own user ID for Production.

## Data Cards

On each of the terminals, you will find a data card. The information on the data card will be used for some of the hands-on exercises in the class. When completing exercises, this information will be used in place of the *Provided by Instructor* literal. This information will be used for training purposes only.

## Course Overview

This course covers the following areas of Budget Preparation:

- Chart of Accounts

- Overview of the Budget Preparation System

- Budget Development and Data Entry

- Viewing and Reporting on Budgetary Data

- Entering Performance Measures

## Terminology

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|---|---|
| **BRASS** | The budget preparation system -- Budget Reporting and Analysis Support System |
| **Non-Consolidating** | The lowest level of a chart of account element in the budget preparation system. Data is entered in the budget preparation system at the non-consolidating level. |
| **Consolidating** | Any level above the lowest level of a chart of account element in the budget preparation system. Consolidating-level elements are used for reporting and security purposes. |
| **Hierarchical** | Data structure in which relationships and roll-ups are established between different values of a chart of account element. |
| **Non-Hierarchical** | Data structure in which roll-up relationships do not exist between different values of a chart of account element. |
| **Budget Stages** | The chronological stages of budget development, such as the Governor's changes. |
| **Budget Forms** | Used for the input of budgetary data. |
| **Spreadsheet Views** | Used for viewing data and for ad hoc reporting. |